

Montana Snowmobile Program



FY 2013 GRANT APPLICATION

Snowmobile Program
Montana State Parks
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Name of Snowmobile Club

Name of Grant Project

Application Format

NOTE: The application process for any grant program changes from year to year. Please read this application form and all accompanying instructions very carefully. Do not begin any part of the application process until you fully understand what needs to be done. Understanding all requirements beforehand may save you considerable time and money.

Call Montana State Parks with questions (406)-444-3753. Thanks and good luck!

Binder: Follow this application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index: The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Project Description
5. Part C: Project Map
6. Part D: Project Cost Information
7. Part E: Equipment information
8. Part F: Administration
9. Part G: Landowner Permission
10. Part H: Assurances
11. Part I: Environmental Analysis (when needed)

Paper Size: Use only 8 ½" X 11" paper stock.

One Sided: Paper should have print on only one side. Do not include two-sided copies.

No Staples: There should be no staples in your application.

Number of Copies: Two (2) copies of completed applications must be submitted to the following address by May 15, 2012.

Snowmobile Program
Montana State Parks
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Key Dates: The following are important application dates.

May 15, 2012

Two (2) completed applications must be mailed to Montana State Parks (address on previous page). Postmarks after the May 15 deadline will not be accepted.

Technical assistance: Clubs needing assistance with any aspect of a grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make the grant application process easier.

Regional Offices: The following is a list of pertinent contacts and regional administrative offices. If you have questions about the application process, you may also contact the nearest Parks representatives.

Helena Headquarters

Walter Timmerman
Montana State Parks
1420 East Sixth Avenue
Helena, MT 59620
406-444-3753

Region 3

Dave Andrus
Montana State Parks
1585 Trident Road
Three Forks, MT 59752
406-285-3610

Region 1

Dave Bennetts
Montana State Parks
490 North Meridian Avenue
Kalispell, MT 59901
406-751-4590

Region 4

Colin Maas
Montana State Parks
4600 Giant Springs Road
Great Falls, MT 59405
406-454-5857

Region 2

Mike Hathaway
Montana State Parks
3201 Spurgin Road
Missoula, MT 59804
406-542-5531

Chris Lorentz
Montana State Parks
P.O. Box 61
Seeley Lake, MT 59868
406-677-6804

FY 2013 Snowmobile Program

Project Application Summary Sheet

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Agency, Organization, Club

2. Project Name _____
Trail Name and/or Number or Project Title

3. Land Ownership _____

(Private, Municipal, County, State, Forest Service, BLM, etc.)

4. Concise Project Description _____
(Examples: Groom the Rumsfield Snowmobile Trail System)

5. Grant Amount Requested \$ _____

6. Sponsor Contribution \$ _____
(Include funds, value of donated materials, volunteer labor, etc.)

7. Total Project Cost \$ _____

Application Checklist

This checklist is to aid you in completing your snowmobile grant application. Montana State parks will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- _____ Completed Project Application Summary Sheet
- _____ Completed Part A: General Information
- _____ Completed Part B: Project Description
- _____ Completed Part C: Project Map
- _____ Completed Part D: Project Cost Information
- _____ Completed Part E: Equipment Information
- _____ Completed Part F: Administration
- _____ Completed Part G: Landowner Permission (Letters, 25-year Leases, Challenge Cost Share Agreements and Operating Plans)
- _____ Completed Part H: Assurances
- _____ Completed Part I: Environmental Analysis (only when needed)
- _____ Name of organization and project appears on outside cover and spine of binder
- _____ Provide two completed copies of application

Part A: General Information

1. _____
Name of Club

2. _____
Address or P.O. Box

3. _____
Club Contact Person

Home Telephone Work Telephone FAX E-mail

4. Classification of Land (Check one)

_____ Public Land _____ Private Land _____ Combination Public & Private

5. Project Location

County Township, Range, Section

City, Town National Forest BLM Unit

6. Number of members in club

7. Does the club have a Web site? If so, what is the address?

Part B: Project Description

1. If this project is new, or includes grooming a new section of trail, please identify those new sections on an accompanying map. Submit a completed Environmental Analysis that includes the new project or section of trail.

Is this a new project?

YES

NO

Is any part of this trail system new since last year?

YES

NO

2. Total number of miles of trail in your groomed system: _____

Miles of Primary Trail (groomed regularly): _____

Miles of Secondary Trail (groomed occasionally or only for special events.): _____

3. Anticipated total number of miles of trail to be groomed during season. Only include actual trail miles groomed – do not include distance groomer is run, but not grooming, in getting from one trailhead to another.

4. Miles of groomed snowmobile trail by ownership (this should add up to the total number of miles reported in 2).

U.S. Forest Service	_____
U.S. Bureau of Land Management	_____
Department of State Lands	_____
County	_____
City	_____
Private	_____
Total	_____

5. If applicable, is this proposal consistent with approved Forest Service travel plans or BLM unit plans? Check the appropriate space.

_____ Not applicable--all trails are on private land.

_____ Yes. See written approval or *Challenge Cost Share Agreement* in Part G: Landowner Permission

_____ No. Approval pending. Explanation on separate page.

6. Number of trail users last season. Please fill out Table 1 completely. List numbers by trail. Describe the method used in obtaining your numbers. Use a separate sheet if necessary.

Table 1. Number of trail users last season.		
Trail name	Number	Method used to obtain data
Total		

7. Please describe your safety education program. Include a list of certified snowmobile safety instructors and how often the club conducts snowmobile safety trainings.

8. Please fill out Table 2 completely to prioritize your signing needs for the upcoming season.

[illegible]

Part C: Project Map

Include maps of the area and project specific maps, with a USGS 1:24,000 quad map at a minimum (or more, if necessary to show entire project area). Identify on project specific map locations of project area, structures, access points, trailheads and trailside facilities. If submitting a map in a larger format, provide eight (8) copies of each map with your application so they can be distributed to the Montana State Parks staff and Snowmobile Advisory Committee Members.

Part D: Project Cost Information

1. Estimated Total Project Cost: Please fill out Table 3 completely. The total project cost is the sum of the dollar value of sponsor contributions, such as the value of volunteer time, sponsor funds, donated materials, etc., and those funds requested from the snowmobile grant.

Table 3. Details of total project costs including sponsor's matching funds.			
Category	Sponsor Contribution	Grant Request	Total Costs
Grooming			
Repair			
Development*			
Administration			
Equipment			
Totals			
*For developments, please provide written details on a separate sheet of paper. Description should include work to be accomplished and an estimated cost. Provide an accurate drawing, or photograph, of the structures to be developed. Also show site location on an accompanying trail map. The landowner or the land-managing agency must approve any development. Proof of that approval must be provided to Montana State Parks before state funds will be provided.			

2. Additional Project Cost Information (optional). Please discuss in narrative form any additional financial information that will be helpful in clarifying costs for this project.

Part E: Equipment Information

1. This information is critical to the management of the snowmobile grooming program.
Please fill out table below completely.

Groomer Hourmeter Reading:			
State-Owned Groomer Information			
Type	Size	Serial Number	FWP Property #
State-Owned Implement Information			
Type	Size	Serial Number	FWP Property #
State-Owned Trailer Information			
Type	Size	Serial Number	FWP Property #
Sponsor's (club) equipment Information			
Type	Size	Serial Number	Comments
Independent contractor Information*			
Contractor	Equipment	Type	Size
*If you use an independent contractor, please attach a copy of proof of liability insurance, worker's compensation certification, and club-contractor agreement.			

Part E: Equipment Information

2. In this section, we would like clubs to consider the future. Forthcoming equipment needs tend to get overlooked at the end of the grooming season, but here is where clubs can help themselves by getting future needs documented early on. In other words, don't wait until equipment is falling into disrepair and constitutes an emergency. Please indicate any additional or future equipment needs and anticipated major maintenance needs in this table.

Equipment in Need of Replacement	Desired Model to Replace Current Equipment	Approximate Date (Year) Equipment Will Be Needed
Major Equipment in Need of Repairs:		
Approximate Date Repairs Needed:		
Is the equipment proposed to be replaced part of the State-owned fleet?		
Is the equipment proposed to be replaced owned by the club?		
Is the equipment in need of repairs part of the State Fleet?		
Estimated Cost of New Equipment or Repairs:		
Portion of Cost to Be Borne by the State:		
Supplementary Comments:		

Part F: Administration

1. Future Plans. Describe any future plans for improvement of your snowmobile trail program. This might include, among others, interlinking your system with an adjoining club's trail system, interpretive signing, improved general trail signing, trail-head facilities, safety and ethics training and trail safety improvements or changes.

2. Club Officers. Please fill out Table 5 completely.

Table 5. Club Officers.			
President		Grooming Chair	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	
Safety Officer		Secretary/Treasurer	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	

3. Does your club wish to receive a pre-season check in the amount of 100% of the total grant approved (this will be contingent on the reception of all necessary approvals, agreements and application materials)?

Yes _____ No _____

Part G: Landowner Permission
(Letters, 25-year Leases, Challenge Cost Share
Agreements, and Operating Plans, etc)

1. If any part of the trail system crosses private property, please provide current agreements between the landowner and the club.
2. If any part of the trail system crosses public property, please provide current cost share agreements, annual operating plan, or letter of approval between the land managing agency and the club.

Part H: Assurances

By affixing an original signature below, the snowmobile club hereby submits this grant application and affirms that it will adhere to the following program stipulations.

A. Our snowmobile club shall remove, lessen, or sign known and potential hazards in cooperation with Montana State Parks, a division of Montana Fish, Wildlife & Parks, and affected landowners. We will have a safety plan detailing education efforts, search and rescue, accident reporting and follow-up procedures developed prior to any trail grooming.

B. Before any changes to trail routes, our snowmobile club will:

a. Obtain, in writing, permission from any private landowner or land management agency affected and provide to Montana State Parks.

b. Complete an Environmental Analysis and submit to Montana State Parks.

C. For any organized special event such as a snowmobile competition, fun run, etc. the snowmobile club shall:

a. Contact the appropriate land-managing agencies for necessary permits.

b. Develop an event-specific safety plan. When applicable, all operations shall follow the *Challenge Cost Share Agreement* between the U.S. Forest Service, Montana State Parks, the U.S. Bureau of Land Management (when appropriate) and the snowmobile club.

c. Contact *Western States Insurance* in Helena to secure liability insurance for all events and that list the land managing agency and the Montana Department of Fish, Wildlife & Parks as additional insured's.

Typed Name and Title Applicant

Signature of Applicant

Date

Part I: Environmental Analysis

Two changes to our grant application procedures relative to environmental compliance were made in 2011. The first was a legislative action, in which House Bill 225 was passed and signed into law. This law exempts Montana Fish, Wildlife & Parks from environmental compliance when it provides funding assistance to a 'snowmobile area operator.' The only exception is when a proposed grooming project has not been previously subjected to environmental review or when there is a change to the action or the use of the award. In short, most snowmobile clubs will not be required to submit MEPA environmental analyses in applications to the Montana Snowmobile Program.

The other significant change to our application procedures regards the public comment process. We have eliminated the public comment period requirement for applicants and replaced it with a 30-day comment period conducted solely by Montana State Parks. The Parks Recreation Bureau will oversee this process. Therefore, even for clubs that must complete an Environmental Analysis because of a new project, the clubs will not be required to conduct a public comment period.

When snowmobile clubs meet with the local U.S. Forest Service to sign the annual financial & operating plan (as part of the Challenge Cost Share Agreement), the club should request a NEPA compliance letter. The U.S. Forest Service has agreed to issue a NEPA compliance letter to every club as requested. This one-page document should be submitted with the club's annual grant application. The letters will be placed in club files in Helena to document compliance with applicable federal laws.

NOTE: Wildlife Review Forms, Fisheries Review Forms, and Noxious Weed Reports are no longer required in any case.

Snowmobile Grant Application Procedures	
Action	Response
Submit snowmobile grant application for grooming an approved winter trail system that has already been subjected to an environmental analysis.	No environmental analysis is required to be submitted with the grant application.
Submit snowmobile grant application for a project in which all or part of the project is different, new, or changed.	A new environmental analysis for the project must be submitted with the grant application.
A new environmental analysis is submitted as part of the grant application because the project includes something different or new.	A public comment period is not required.